

Example 2: Sample Letter to New County Extension Council Members

July 15, 2005

Mr. Anybody Citizen
P.O. XXX
Anyplace, AR 719XX

Dear Mr. Citizen:

Thank you for agreeing to serve on the (county name) County Extension Council.

As we discussed, this group is very important to the Extension program in (county name) County, and I appreciate your willingness to accept this leadership position. Your input and viewpoint are important as we address critical issues.

The purpose of the (county name) County Extension Council is to:

- Make sure Extension educational programs are relevant.
- Support Extension program/issue committees.
- Serve as an advocacy group in marketing and strengthening Extension programs.
- Evaluate progress.
- Welcome and orient new Extension faculty members to the county.
- Maintain a strong Extension Council organization.

The first meeting of the (county name) County Extension Council will be on (date) at (time) in (place). I am enclosing a tentative agenda for the meeting and a list of other Extension Council members.

Again, I appreciate your past contributions to the success of Extension programs in (county name) County and look forward to working with you in this new role. I think you will enjoy being a part of this process. If you have questions or need more information, please call me at (office phone number) or e-mail me at (office e-mail address).

Sincerely,

Name
Title